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Action

Executive Committee

Approval of the 2012 and 2013 Commission Meeting Schedules

Executive Summary: The Committee will consider and recommend to the full Commission a schedule of meetings for 2012 and 2013.

Recommended Action: To approve a schedule of meetings for 2012 and 2013.

Presenter: Rhonda Brown, Manager, Executive Office

Approval of the 2012 and 2013 Commission Meeting Schedules

Introduction

The Commission meeting schedule is reviewed and approved biennially. This item is presented in two parts. Part I presents a possible schedule for 2012 and 2013 for consideration by the Executive Committee. Part II presents a proposal for the Commission to conduct one offsite meeting in 2012.

Background

The current format for the Commission meeting schedule includes four 2-day meetings and four 1-day meetings. The Commission approved all meetings during 2010 and 2011 be held at the Commission offices in Sacramento. As part of the 2007, 2008 and 2009 schedules, the Commission approved five of its meetings be held offsite to provide an opportunity for individuals and constituencies outside of Sacramento to interact with the Commission. As a result, four Commission offsite meetings were held in Southern California (Long Beach, Riverside, San Diego and Downey) and the fifth was held in San Jose.

Part I. Proposed Schedules for 2012 and 2013

To maximize attendance by all members, Commission staff considers the following issues when developing a proposed meeting schedule:

- State holidays
- Major religious holidays
- The timing of spring break for most K-12 and higher education institutions
- Major state and national educational conferences

In addition, to accommodate the K-12 community as much as possible, Commission staff tries to avoid periods of time that would make it difficult for teachers and administrators who are Commissioners to participate in meetings. This is a difficult task given the varying schedules of K-12 schools. However, the major time periods considered are:

- Mid August to early September – when instruction begins for many schools
- Early June - when many schools are completing their school year or conducting finals

April and May dates are difficult for the K-12 community due to the number of examinations given to students during this time period. While staff is mindful of these examination pressures, it would be unlikely that the development of any schedule could eliminate these conflicts entirely. It is also important to have sufficient time between meetings to ensure that staff is able to collect the required information, hold appropriate stakeholder meetings, and develop quality agenda items that will facilitate the work of the Commission.

The proposed 2012 and 2013 schedules continue the four 2-day and four 1-day meetings format while attempting to follow a pattern of meeting on Thursdays and Fridays. Although an optimal

schedule would have the meetings at a common time in the month they are held, the proposed schedules will avoid conflicts with the following annual educational conferences:

Western States Certification Conference (WSCC)

- Anticipate January 10-13, 2012
- Anticipate January 8-11, 2013

American Association of Colleges for Teacher Education (AACTE)

- February 10-13, 2012
- February 28-March 2, 2013

American Educational Research Association (AERA)

- April 13-17, 2012
- April 11-15, 2013

National Association of State Directors of Teacher Education and Certification (NASDTEC)

- June 3-6, 2012
- June 6-9, 2013

Credential Counselors and Analyst of California (CCAC)

- October 9-12, 2012
- October 17-19, 2013

California Council on Teacher Education (CCTE)

- March 29-31, 2012 and October 11-13, 2012
- Anticipate late March and mid October 2013

Based on the above considerations, staff proposes the following Commission meeting schedules for 2012 and 2013.

2012	2013
January 26-27 (Thursday-Friday)	January 31-February 1 (Thursday-Friday)
March 8 (Thursday)	March 7 (Thursday)
April 26-27 (Thursday-Friday)	April 18-19 (Thursday-Friday)
June 14 (Thursday)	June 13 (Thursday)
August 9 (Thursday)	August 8 (Thursday)
September 27-28 (Thursday-Friday)	September 26-27 (Thursday-Friday)
November 1 (Thursday)	November 7 (Thursday)
December 6-7 (Thursday-Friday)	December 12-13 (Thursday-Friday)

Recommendation

The Executive Director and Senior staff has determined that the proposed calendars will meet the workload needs, goals, and objectives of the Commission. Staff recommends that the Executive Committee approve the proposed Commission meeting schedules for 2012 and 2013.

Part II. Offsite Meeting

The last offsite Commission meeting was held on October 1-2, 2009 at the Santa Clara County Office of Education. Previous feedback from the education community indicated support for additional meetings outside of Sacramento to provide more exposure to the Commission and its responsibilities and to allow the public from other parts of the state to directly observe and participate in a Commission meeting. Given that it will be more than two years since the last

offsite meeting; staff proposes the September 2012 Commission meeting be held offsite, perhaps in the central valley.

Recommendation

Staff recommends that the Executive Committee approve the September 2012 meeting be held outside of Sacramento, possibly in the central valley.